

## MALAWI BUREAU OF STANDARDS

### MINUTES OF THE 12<sup>TH</sup> SQAM PROJECT STEERING COMMITTEE MEETING HELD AT MINISTRY OF INDUSTRY, TRADE AND TOURISM, ZIMBABWE HOUSE, 11<sup>TH</sup> AUGUST 2016

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#### MEMBERS PRESENT

Mr. S. K. Chisale	Ministry of Industry, Trade and Tourism	Co-Chairperson
Ms. C. Flore-Smerezniak	United Nations Development Programme	Co-Chairperson
Ms. M. Peternelj	European Union	Member
Mr. F. Denner	UNIDO/UNDP/MBS	Member
Mr. T. Kavalo	United Nations Development Programme	Member
Ms. M. Kalyati	European Union	Member
Mr. J. Hau	United Nations Industrial Development Org	Member
Mr. W. Muyila	Malawi Bureau of Standards	Member
Mr. R. Moyo	Malawi Bureau of Standards	Member
Mr. M. Mehrlaender	United Nations Development Programme	Member
Mr. A. Spezowka	United Nations Development Programme	Member
Mr. C. Kaferapanjira	Malawi Confederation of Chambers of Commerce & Ind	Member
Mr. G. Chimteka	Ministry of Finance	Member
Mr. O. Manda	National Authorization Office (MoF)	Member
Mr. B. Ntawata	National Authorization Office (MoF)	Member
Mr. Y. Mwachande	Ministry of Industry, Trade and Tourism	Member
Mrs. M. Sauzande	Ministry of Industry, Trade and Tourism	Member
Mr. M. Malonje	Malawi Investments and Trade Centre	Member

#### APOLOGIES

Mr. C. Chiunda	Ministry of Industry, Trade and Tourism	Member
Mr. D. Chokazinga	Malawi Bureau of Standards	Member
Mr. J.P. Diaz Castillo	United Nations Industrial Development Organization	Member
Mr E Jere	United Nations Industrial Development Organization	Member

#### 1.0 OPENING REMARKS AND PRAYER

- (a) The meeting was opened with a prayer by Mrs Magret Sauzande. The Co-Chairperson (MoITT) called the meeting to order at 14:15 hrs. He informed the meeting that the Secretary for Industry, Trade and Tourism had sent apologies as he was attending to other official business at State House. He then requested members to deliberate with diligence and invited the Co-Chairperson (UNDP) for her opening remarks.

(b) The Co-Chairperson (UNDP) made the following opening remarks:

- i. that the SQAM Project was important to the economy of Malawi as it was contributing to human capital development needs;
- ii. that MBS should take care of the equipment procured through the project;
- iii. that pre-assessment for certification of MBS laboratories was a welcome development and there was need to address gaps and move forward;
- iv. that progress on the construction of the new MBS offices and laboratories complex was commendable and that Government should continue to show commitment toward the fulfillment of its obligations;
- v. that efforts to the fulfillment of national quality infrastructure in general should continue to be pursued;
- vi. that most macro-economic indicators for Malawi were retrogressing and that the Export Development Fund would assist in the resuscitation of the Malawi economy;
- vii. that the Project Management Team should address the low absorption rate which was observed in the last meeting.

## **2.0 INTRODUCTIONS**

Members made self-introductions.

## **3.0 ADOPTION OF THE AGENDA**

The agenda was adopted as circulated.

## **4.0 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**

- (a) The following amendments were made to the minutes of the 11<sup>th</sup> Project Steering Committee Meeting:

1. On page 11, 10.3 should read as follows: "The Co-Chair (UNDP) thanked Mr Kambauwa for his services to the Project."
  2. On page 12, "MoIT should change to MoITT".
- (b) The minutes were then confirmed.

## **5.0 MATTERS ARISING**

Secretariat led the meeting through matters arising against each project output as follows:

### **5.1 *Strengthened Capacity of the Malawi Bureau of Standards to Deliver Business Services and to Achieve Financial Sustainability (Output 1)***

#### **(a) *National Quality Policy (NQP) (activity 1.0)***

It was reported that National Quality Strategy Coordination Committee was established and the members are: Ministry of Industry, Trade and Tourism (Chair), Malawi Bureau of Standards (MBS) (Secretariat), Ministry of Health, Ministry of Agriculture, Irrigation and Food Security (MoAIFS), Malawi Investment and Trade Centre (MITC), Illovo, Castle, Malawi Confederation of Chambers of Commerce and Industry (MCCCI), National Construction Industry Council (NCIC), Malawi Communication and Regulatory Authority (MACRA), Malawi Energy and Regulatory Authority (MERA), Consumer Association of Malawi (CAMA) and United Nations Development Programme (UNDP) (observer). The first NQS Coordination Committee meeting took place on 29<sup>th</sup> July 2016 and they resolved to be meeting every six months.

#### **(b) *Review and Set-Up of Organizational Structures, Service Delivery Procedures and Knowledge Management within MBS (activity 1.2)***

##### ***i. Functional Review Report***

It was reported that following government approval of the Functional Review and Job Evaluation Report, an implementation Team had been set up and met thrice. The team was able to produce an implementation plan and undertake a salary and staff placement.

**ii. Enterprise Resource Planning (ERP)**

It was reported that the accounting module was now online and that Management of MBS will check its first output in the form of Management Accounts for July – September 2016.

**iii. The MBS 2017-2021 Strategic Planning**

It was reported that the process of engaging a Consultant to produce a new strategic plan was concluded and MIM were awarded the consultancy. An inception meeting took place and literature review was in progress in readiness for consultation meetings.

**iv. Mapping of Laboratory Landscape**

It was reported that following the finalisation of the procurement process the consultancy was awarded to Laboratory Association of Malawi (LAM) and an inception meeting took place on 28<sup>th</sup> July 2016.

**(c) Preparation and Implementation of Training Plan (Activity 1.6)**

It was reported that Mr. G. Masanga, (Senior Laboratory Technician) was trained in "Microbiological Methods for Meat and Poultry" as planned and the training was a success. Mr. Isaac Chirwa (Division Manager-Chemical Technology) also went for the training on "Methods of Determination for Drug Residues in Fish, Meat, and Poultry" at International Food Safety Training Laboratory (IFSTL) from 20 Jun - 29 Jun 2016 (8 days). Two more trainings were expected to be undertaken in October and November 2016

**5.2. Technical Regulations Reviewed to Promote Efficient, Effective and Accountable Delivery of Information in Accordance with SQAM Legislation and Regulations (Output 2)**

**(a) Documentary and Field Survey of the Malawian Situation With Regards To Technical Regulations and Enforcement (Activity 2.1)**

The meeting was informed that Terms of Reference (ToRs) were drafted and circulated on 3<sup>rd</sup> August 2016 for review by Project Management Committee Members before proceeding with the recruitment process.

### **5.3. Structurally Enhanced Capacity of the Malawi Bureau of Standards for Conformity Assessment Services (Output 3)**

#### ***(a) Construction of the MBS Building at Main Chichiri Site (Output 3.1a)***

It was reported that payment amounting to K404.6 million had been made for the first certificate and part payment of the second certificate. The balance will be paid in August 2016 together with part payment of the third certificate of K226.9 million. The meeting was further informed that the Treasury indicated that K300 million had been funded for July 2016.

Members wanted to know how the funding gap for the project will be handled. The meeting was informed that the issue would be resolved during mid-term budget review.

#### ***(b) Develop within MBS an Accredited Product Certification Body (ISO 17065) [Activity 3.1b]***

It was reported that UNIDO engaged an International Expert (IE) (Mr. Sohrab) who reviewed System documentation to align them with ISO 17065 requirements. The assignment would be undertaken up to end of August 2016. Pre – assessment results indicate that MBS is on course to accreditation;

#### ***(c) Develop within MBS a Management Systems Certification Body for ISO9001, ISO14001, ISO22000 (ISO17021) [Activity 3.2]***

It was reported that progress was similar to what has been reported above and similar activities were underway.

#### ***(d) Upgraded and Accredited Testing Laboratories in MBS [Activity 3.3]***

- i. It was reported that an International Expert (Reimond Willemse) was identified and he conducted the document review of the ISO 17025 as planned from 10<sup>th</sup> to 22<sup>nd</sup> July 2016,
- ii. The IE completed the pre-assessment as per the schedule and has since submitted a draft report of his findings and recommendations for MBS action,
- iii. The meeting was then informed that the Atmospheric Distillation Analyser (ADA) was delivered in June, 2016 and installed to replace the faulty one. The installation was done by the Engineers from the Suppliers,
- iv. Members were also informed that the Ion Chromatography was delivered, installed and was in use for analyses of cations and anions in samples such as water and greatly improved turnaround time for such analyses. Meeting resolved that it was necessary to publicise the improvements in service delivery brought about by the project through the visibility plan.

#### **5.4. Strengthened, Proactive and Responsive National Enquiry Points (NEP) to the Information and Notification Requirements of WTO/TBT/SPS Agreements**

It was reported that the remaining tasks will be undertaken together with activities 2.1 and 2.3.

#### **5.5. Sanitary and Phytosanitary (SPS) Infrastructure Improved and Mainstreamed into National Policies**

##### ***(a) Review of National SPS Infrastructure [Activity 5.1]***

It was reported that this activity will be concluded with a validation workshop that will take place on 18<sup>th</sup> August 2016 at FAO offices in Lilongwe and that FAO was responsible for all arrangements of the meeting.

#### **5.6. Capacity of Small and Medium Sized Enterprises (SMEs), and Particularly Women Led Enterprises, Strengthened to Comply With Quality Requirements**

- (a) ***Technical assistance to SMEs, in particular female and youth headed SMEs, to comply with HACCP / ISO 22000 Food safety management systems [Activity 6.2]***

It was reported that the second mission of Anya Knoetze (International Expert) was implemented from 11<sup>th</sup> July to 5<sup>th</sup> August 2016

The meeting was then informed that Anya Knoetze commenced Food Safety Management Systems Work with Nali Ltd, Linga Wines Ltd and Katete Dairy Ltd and was expected to come again for the third mission in September 2016.

- (b) ***Trainers-cum-counsellors and auditors: Training in HACCP / ISO 22000 Food safety management systems. [Activity 6.5]***

It was reported that the training was conducted from 1<sup>st</sup> to 5<sup>th</sup> August 2016 to twenty experts from the private and public institutions.

- (c) ***Training in ISO 9001 Quality Management Systems for Trainers-cum-Counsellors and Auditors [Activity 6.6]***

It was reported that Mr. Shashank Sheth had been engaged by UNIDO and he was expected to conduct the training from 22<sup>nd</sup> to 26<sup>th</sup> August 2016.

## **6.0. SECOND QUARTER PROGRESS REPORT**

- (a) Secretariat presented a report on activities that took place between April to June 2016,
- (b) The meeting was informed that most issues contained in the report had been reported in matters arising,
- (c) The meeting then observed that a utilization rate of 47% was an improvement from 13% in the first quarter,
- (d) The meeting then approved the second quarter progress report.

## **7.0. HIGHLIGHTS ON THE THIRD QUARTER WORKPLAN FOR 2016**

- (a) Secretariat presented a workplan for the Third Quarter of 2016 giving activities that had been planned to be undertaken,

- (b) The meeting sought assurance from Secretariat on the practicality of achieving what had been included in the workplan. Secretariat provided explanation on what had been planned and indicated that most activities were carry-overs from the second quarter and that most of these were already in the course of being implemented,
- (c) Secretariat was then advised to ensure that financial reports and workplans should provide holistic balances. Picture of all activities, expenditures and balances.
- (d) The meeting then approved that Third Quarter Work Plan for 2016.

#### **8.0. PROPOSAL FOR FAST-TRACKING OUTPUT 6**

- (a) Secretariat gave a background that led to a decision to consider fast-tracking the implementation of Output 6 activities,
- (b) The meeting was reminded that a proposal was requested because the Project Steering Committee observed that there was a low utilization rate on Output 6 activities;
- (c) Secretariat informed the meeting that an analysis of expenditure had been undertaken and a proposal based on this analysis was produced,
- (d) The Committee discussed the proposal and resolved as follows:
  - i. approved the national implementation activities as outlined in the proposal;
  - ii. Approved that US\$350,000 should be transferred from the UNIDO allocation to support Output 3 and procure specialised laboratory equipment;
  - iii. That (ii) above should follow the necessary approval procedures. Secretariat was advised to liaise with UNDP on EU virement requirements;
  - iv. That Secretariat should properly package the virement request together with the necessary justification as a matter of urgency and submit accordingly.
- (e) Secretariat then clarified that the procured equipment will be temporarily installed in the existing infrastructure.

#### **9.0. CONSIDERATION OF THE REVISED 2016 ANNUAL WORKPLAN**



- (a) Secretariat reported that a mid-year workplan review meeting took place from 16<sup>th</sup> to 17<sup>th</sup> June 2016,
- (b) The review meeting undertook an assessment of the implementation of the 2016 workplan,
- (c) The Project Steering Committee was then informed that Secretariat proposed to revise the 2016 Annual Workplan from US\$1,239,672.00 to US\$1,053,856.00, and that balance of funds were to roll-over to 2017.
- (d) Secretariat provided justification for the review of all figures that were changed,
- (e) After discussing the proposal, the Project Steering Committee approved the revised 2016 Workplan subject to fulfillment of relevant applicable rules.

**10.0. MARKET ACCESS AND TRADE CAPACITY BUILDING PROJECT (MATCB)  
PROGRESS REPORT**

- (a) Secretariat for the MATCB Project presented a progress report for the period October 2015 to March 2016,
- (b) The meeting was then informed that NORAD extended the duration of the project to 31<sup>st</sup> December 2017,
- (c) The meeting noted the report.

**11.0. DATE OF NEXT MEETING**


Secretariat communicated that according to the calendar of activities, the next meeting will take place on 9<sup>th</sup> November, 2016.

**12.0. CLOSING REMARKS AND PRAYER**


- (a) Ms Peternelj and Kalyati informed the meeting that they were attending the Project Steering Committee for the last time as they were moving on to take other responsibilities. The Co-Chairpersons thanked them for their dedication and commitment towards the activities of the SQAM Project,
- (b) The Co-Chairperson (UNDP) reminded Secretariat to ensure that all action points should be addressed to ensure that the Project should remain on track. She further observed that there was good progress on the implementation of the project and acting on what had been resolved would expedite and improved Project implementation,

- (c) The Co-Chairperson (MoITT) thanked all members present and for their commitment to the SQAM Project;
- (d) Mr Willy Muyila said the closing prayer at 16:25 hrs.

**MINUTES APPROVED AND SIGNED BY:**

  
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**For: Malawi Bureau of Standards (MBS)**

Date: 16-12-21

  
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**For: Ministry of Industry, Trade & Tourism (MoITT)**

Date: 16/12/21

  
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**For: United Nations Development Programme (UNDP)**

Date: 16-12-21